

Circular 43

Ontario Department of Education




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Ontario Colleges of Education 1967/68

**Employment of Teachers
Certification
Summer Schools**



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**The 1967-68 Provisions with Respect to the
Employment of Secondary School Teachers'
Certification and the Summer schools
operated by
Ontario Colleges of Education**

**For Department of Education Summer Courses
see General Announcement Summer Courses 1967
Ontario Department of Education**



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A. Requirements for Admission to Colleges of Education

1

1. Interim High School Assistant's Certificate, Type B

For admission to the course offered at an Ontario College of Education, leading to an Interim High School Assistant's Certificate, a candidate must have an approved university degree in Arts, Science, or Commerce, with at least 45 credits subsequent to Grade 13. (For the definition of a 'credit', see Section 1 of Circular 649, *Academic Requirements for Admission to Courses in Ontario Colleges of Education leading to Interim High School Assistant's Certificate, Type A.*)

In this course two options shall be chosen, and an applicant must support his choice with at least two courses (six credits) in the subject field forming part of the 45 credits, except in the case of (b) (ii), (iv), (v) and (vi) below.

No assurance can be given that any first course listed here for 1967 will be offered as a first course in 1968 or in subsequent summers.

a) i) The candidate must choose *one* option from: English, French, français, Geography, History, Latin, Mathematics, Science, Biology, Chemistry or Physics.

ii) Notwithstanding a)i) a double option may be taken in Commercial.

b) *The candidate may choose as his second option:*

i) *one* listed in a)i) not previously chosen, or German, Greek, Italian, Russian, Spanish, *or*

ii) *one* of the following for which no previous university background is required: Commercial, Elementary School, Industrial Arts, School Librarianship, Physical Education, Theatre Arts, *or*

iii) *one* of Art, Music (Instrumental or Vocal), provided that the Candidate has six university credits or background which the Dean considers satisfactory for admission, *or*

iv) *one* of the following, provided that for a choice from this group he has at least nine university credits: Agriculture, Economics, Geology, Political Science, Psychology and Sociology, *or*

v) Home Economics may be chosen as the second option by candidates possessing a variety of background experience, as follows:

University Background (No. of Courses)	Credits	Certificates received (in addition to Interim H.S.A., Type B)	Eligible to teach Grades	No. of additional Summer Courses Required for Intermediate Home Economics Certificate
0, 1, or 2	0, 3, or 6	Pt.I, Intermed. H.Ec.	9, 10	3
3	(9)	Pt.I & II, Intermed.H.Ec.	9, 10	2
4	(12)	Pt.I, II, III, Intermed.H.Ec.	9, 10, 11	1
5	(15)	Intermed.H.Ec.	9, 10, 11, 12	0

vi) By permission of the Dean and the Professor of Guidance, the candidate may choose Guidance as a second option with the understanding that the Elementary Certificate in Guidance will be granted only after completion of two years of successful teaching, the second year of which must have included successful guidance experience, as attested to by the inspector concerned. It is suggested that any guidance duties assigned during the first year of teaching be under the supervision of a qualified guidance worker.

This option will be restricted to those who have some background of university courses in Psychology, Sociology and related fields, or successful previous experience in business and industry, counselling, personnel or social work.

Note

The following options are not offered as part of the Initial or Completing Programs of the Summer School: Biology, Chemistry, Physics, Greek, Italian, Russian, Elementary School, Guidance, Industrial Arts, School Librarianship, Theatre Arts, Art, Agriculture, Economics, Geology, Political Science, Psychology and Sociology.

- c) With permission of the Dean or Council of the College, a student of the full-year course may take a third option from those mentioned in a) and b) above, or a graduate or undergraduate course related to one of his other options in another division of the university, provided that suitable arrangements can be made with the university department concerned.

2. Interim Vocational Certificate, Type B

The following conditions must be met before a candidate will be considered as having the admission requirements for the course leading to an Interim Vocational Certificate, Type B.

- a) Candidates must have a Secondary School Graduation Diploma or equivalent,
- b) Candidates must present satisfactory evidence of having had the prescribed practical trade experience in the field for which they seek professional training,
- c) Candidates will be required to pass an appropriate trade test, *and*
- d) Candidates will undertake in the following summer a second course of professional training of seven weeks' duration.

3. Occupational Type B Certificate (Practical Subjects)

- a) *For candidates without approved professional training*

For admission to this course candidates:

- i) must have a Secondary School Graduation Diploma or equivalent,
- ii) must have had adequate approved practical experience in diversified fields of occupations and trades,
- iii) will be required to pass the appropriate trade test, *and*
- iv) will undertake in the following summer a second seven-week course of professional training.

- b) *For candidates with approved professional training*

This course will be open to candidates who:

- i) hold an Elementary School Teacher's Certificate and have three years of industrial experience, *or*
- ii) hold an Elementary School Teacher's Certificate and an Intermediate Home Economics Certificate, *or*
- iii) hold an Elementary School Teacher's Certificate and an Intermediate Industrial Arts Certificate, *or*
- iv) hold a Vocational Certificate.

A Letter of Standing will be granted to a university graduate from any part of the world, who can meet the following conditions:

1. that his university transcripts indicate that the holder has met the academic requirements equivalent to those demanded of Ontario graduates,
2. that his professional training fulfils the requirements made in Ontario,
3. that a candidate from outside of Canada whose native language is other than English may be required to meet the Special Committee in the Department of Education, to show evidence of a satisfactory command of English,
4. for citizenship requirements, see Section D.1 below.

C. Interchange of Ontario Basic Teaching Certificates (Elementary and Secondary)

1. The holder of a Permanent Elementary School Teacher's Certificate, Standard 4 may, upon accepting a contract from a board to teach in a secondary school, be granted an Interim High School Assistant's Certificate, Type B.
2. The holder of a Permanent High School Assistant's Certificate may, upon accepting a contract from a board to teach in an elementary school, be granted an Interim Elementary School Teacher's Certificate, Standard 4.
3. The holder of a Permanent Vocational Certificate, a Permanent Occupational Type B Certificate (Practical Subjects) or a Permanent Commercial-Vocational Certificate, who has a university degree acceptable for admission to the Type B course at a College of Education may, upon receiving an assignment to teach the academic classes of a secondary school, be granted an Interim High School Assistant's Certificate, Type B.
4. It is expected that most of the transfers referred to in 1. and 2. above will take place in the case of teachers teaching in the general range of Grades 7 – 10. Persons transferring to teach in grades beyond this range are advised to take summer courses which will help them to adjust to their new duties.

D. Citizenship as a Requirement for Teaching in Ontario

1. Admission to the Teaching Profession in Ontario

An applicant for admission to an Ontario College of Education, or an Ontario Teachers' College, or an applicant for a Letter of Standing, must submit evidence that he is a British subject with landed immigrant status, or a Canadian citizen, or has filed with a Canadian Court of Citizenship a Declaration of Intention to become a Canadian citizen.

Effective January 1, 1966, an applicant for admission to the teaching profession in Ontario who is not a British subject with landed immigrant status or a Canadian citizen must register the Declaration of Intention to become a Canadian citizen at a Court of Canadian Citizenship. The Declaration of Intention form may be obtained from a local Court of Canadian Citizenship or by writing to Court of Canadian Citizenship, 55 St. Clair Avenue East, Toronto, Ontario. For the regis-

- 4 tration fee, which is \$2.00, the Court will issue an official receipt which will be accepted as evidence that the applicant has filed the required Declaration.

A teacher who has signed a Declaration of Intention will be required to show evidence that he is a Canadian citizen, before his interim certificate will be made permanent.

2. Letters of Permission

Where a school board applies to the Department of Education for a Letter of Permission to employ a person who does not hold a certificate valid in Ontario, such a person is not required to submit evidence that he is a British Subject or a Canadian citizen nor is he required to file a Declaration of Intention to become a Canadian citizen. He must, however, submit to the board evidence that he has obtained landed immigrant status.

E. Employment of Secondary School Teachers

1. During the year 1967, the Department of Education will not impose any restrictions regarding dates for advertising vacant teaching positions. Advertisements for secondary school teachers' positions for the school year 1967-68 shall be inserted for at least three days in a newspaper having a provincial circulation, and shall indicate the salary schedule and the subjects and grades to be assigned to the teacher.
2. On March 3, information regarding student teachers will be made available by the Colleges of Education, interviews with student teachers may be arranged, and contracts negotiated.
3. On or after Friday, March 24, contracts may be made with applicants willing and eligible to attend the first summer course of secondary school teacher training in 1967, provided that the positions have been advertised under the conditions of Section 1 above.

A contract made before March 24 with such an applicant will not be recognized as valid by the Department of Education.

4. Positions vacant on March 24 and positions held in 1966-67 by unqualified persons who cannot report satisfactory progress towards full professional qualification by September 1967 must be advertised on March 24 if not advertised earlier. If no applicant is available under Sections 1 - 3 above by April 28 and a further advertisement after April 28 fails to bring a satisfactory response from a person whom the Department of Education will support, a board may request the Registrar of the Department of Education to issue a Letter of Permission on behalf of an unqualified person.

Notes

- a) It is confidently expected that teachers, applicants for teacher training, and school officials will adhere professionally to the conditions of contract negotiation given above.
- b) Positions of teachers who have completed the first summer course in any required sequence of summer course training for secondary school teachers and are proceeding successfully at every opportunity towards full qualification need not be advertised.

Letters of Permission must, however, be requested on behalf of persons whose qualifications fail to meet Departmental requirements for subjects that

- c) After advertising in the prescribed manner without success, boards may apply to the Area Superintendent for Letters of Permission on behalf of certificated teachers who are required to teach subjects not covered by their certificates.

Teachers of Commercial subjects who are proceeding to Commercial-Vocational certificates in limited fields of commercial work must not be asked to teach other commercial subjects for which they have no background or training. It is essential that these teachers be given a clear understanding of the subjects for which they will be responsible on a full-time basis before contracts are signed.

Acting principals and vice-principals of secondary schools who have not been accepted for the Principals' Course in 1967, and acting heads of departments, must also be covered by Letters of Permission.

- d) Boards should be informed that not more than three Letters of Permission for uncertificated teachers, no matter how competent they may be, will be issued unless steady progress is being made towards certification. When a second or third request is made on behalf of an unqualified person, clear evidence of recent progress and future intentions should be stated on Form 703 (reverse side of Form 700).
- e) If a school is unable to obtain the services of at least one teacher who is fully qualified in commercial subjects and who holds a High School Assistant's Certificate, it must not introduce Grade 10 of the Business and Commerce Branch.
- f) Sections 5(f) and (g) below will not be applicable to elementary school teachers who apply for the Special Course for Teachers of Physical Education for Girls, outlined in Section F, subsection 7, page 11 of this memorandum.
- g) The attention of boards and applicants is drawn to Section D, page 3.

5. Procedure Re Engagement of Summer Course Students

The following procedure is to be followed in engaging persons eligible to attend a first summer course leading to a basic secondary school teaching certificate:

- a) After January 1, a student in his final undergraduate year who plans to attend a summer course at a College of Education, will send to The Registrar of the College which he plans to attend a statement of courses taken in his undergraduate (and graduate) years, a Provisional Application form for admission to an Initial Summer Course at a College of Education, along with:
- i) any official university statements or transcripts of achievements in past years,
 - ii) a birth certificate,
 - iii) proof of:
(for naturalized Canadians) Canadian citizenship
or
(for British subjects) being a British Subject with landed immigrant status
or
(for foreign born candidates lacking Canadian naturalization) Declaration of Intention to become a Canadian citizen (see Section D1.)
- b) If the student's qualifications, subject to completing his year successfully at the university, meet admission standards of a College of Education, the Registrar of the College will issue a Statement of Provisional Acceptance in

6 triplicate, and send one to the applicant and a copy to the Registrar of the Department of Education.

- c) When a student applies for a vacant position on or after March 24, a board may offer him a probational contract. A copy of the contract, with the Statement of Provisional Acceptance, Details of Employment and the Statement of the Applicant that he will attend the summer course of the College of his area, attached, will be sent immediately by the Secretary of the board to the Registrar of the Department of Education.

The Registrar, after completing his records, will send on these documents to the Registrar of the College of Education. *The closing date for submission of these documents to the College of Education is June 1.* Blank application forms may be obtained from the Colleges of Education or from the Department of Education.

- d) If a student fails to complete his university course successfully or fails to attend the summer course, or attends and fails to qualify for a certificate, the College will advise the Department immediately.

The Secretary of the Board will then be advised that the contract may be cancelled by either of the contracting parties and that a Letter of Permission will be required if the board wishes to retain his services.

- e) An applicant for a course leading to a Vocational or Occupational certificate will send to the Registrar of the College which he plans to attend, his Secondary School Graduation Diploma or equivalent and written proof of the designated years of work experience.

Subsequent to receiving the Provisional Acceptance, he must be prepared to pass a test based on the theory and practice of the trades concerned. These examinations will be administered under the direction of the Director of Technical Proficiency Examinations.

- f) An applicant under contract to teach in Grade 9 – 10 of an Ontario elementary school or in Grade 9 – 13 of an Ontario private school shall submit before June 1 his copy of the contract with his application to the College of Education which he will attend. An applicant who completes the summer course and, in the following school year, teaches in Grade 9 – 10 of an elementary school or exclusively in uninspected grades of a private school shall, before October 31, send a request for inspection through his principal to the provincial inspector assigned to the district, in order that he may be admitted to a second course in 1968.
- g) Applicants who are university graduates must supply an original transcript and a duplicate copy showing details of the undergraduate course and proof of an acceptable degree.

F. Courses Leading to Teaching Certificates Valid in Ontario Secondary Schools

1. The Regular Winter Courses

- a) The regular courses (September to May) at the Althouse College of Education, University of Western Ontario, and at The College of Education, University of Toronto, will provide instruction and practice teaching leading to the Interim High School Assistant's Certificate, Type B and Type A; the Interim Vocational Certificate, Type B and Type A; the Interim Occupational Certificate,

Type B and Type A (Practical Subjects), and supplementary certificates in certain subjects. Courses leading to Interim Intermediate and Specialist Certificates in Industrial Arts will be offered at the College of Education, Toronto, only.

- b) The conditions of admission are stated in the Calendars of the respective Colleges. Applications for the regular courses in September should be addressed to the College which the candidate plans to attend.

2. The Initial Summer Course

(leading to the Interim High School Assistant's Certificate, Type B)

- a) A special eight-week summer course leading to a Temporary Secondary School Certificate will be offered in 1967 at each of Althouse College of Education, London, The College of Education, Toronto, and McArthur College of Education, Kingston, commencing July 3 and ending on August 25.
- b) The same type of course will be given at all three Colleges, except as noted in g), h), i) and j) below.
- c) Candidates for this course shall attend the College indicated for the area in which they reside, as follows:

The Althouse College of Education, London

Brant, Bruce, Elgin, Essex, Grey, Haldimand, Huron, Kent, Lambton, Lincoln, Middlesex, Norfolk, Oxford, Perth, Waterloo, Welland, Wellington.

The College of Education, Toronto

Dufferin, Halton, Ontario, Peel, Simcoe, Wentworth, York (including Metropolitan Toronto), Muskoka, Parry Sound.

The McArthur College of Education, Kingston

Carleton, Dundas, Durham, Frontenac, Glengarry, Grenville, Hastings, Lanark, Leeds, Lennox, Northumberland, Peterborough, Prescott, Prince Edward, Renfrew, Russell, Stormont, Victoria, Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Rainy River, Sudbury, Thunder Bay, Timiskaming.

Not later than June 1, candidates for:

- i) Althouse College of Education, London, should submit their applications to the Associate Registrar, The Althouse College of Education, University of Western Ontario, 1137 Western Road, London, Ontario.
 - ii) The College of Education, Toronto – to the Registrar, The College of Education, University of Toronto, 371 Bloor Street West, Toronto 5, Ontario.
 - iii) McArthur College of Education, Kingston – to the Registrar, McArthur College of Education, Ellis Hall, Queen's University, Kingston, Ontario.
- d) The conditions of admission to the Initial Summer Course will be the same as those listed in the calendars of the respective Colleges of Education for the Regular Winter Course, 1967-68. (For conditions of admission to McArthur College of Education, in 1967, see Calendar of The College of Education, Toronto.)
- e) i) In each Initial Course a candidate will be required to select *two* options from the following: English, Français, French, Geography, History, Latin, Mathematics, Science, Commercial, German, Spanish, Music, Physical and Health Education, and Home Economics. In addition, candidates will take professional courses as prescribed by the College concerned.

ii) Prospective teachers of Commercial Subjects may select as their two options a double option in Commercial Subjects (see Section A 1 a) ii), page 1. The double option in Commercial Subjects is recommended for candidates without commercial skills who will be teaching Commercial Subjects. University graduates without commercial skills who choose a double option of Commercial Subjects may receive credit for seven of the ten subjects required for the Intermediate Certificate in Commercial Subjects at the end of the sequence of Initial and Completing Courses, in addition to the Interim High School Assistant's Certificate, Type B. University graduates, who have the necessary university credits in Commercial Subjects, or who hold a four-year Commercial secondary-school diploma, or who qualify and pass tests before the course commences, may receive credit for all ten subjects required for the Intermediate Certificate.

If graduates with credits in Bookkeeping, Shorthand, Data Processing, or Retail Merchandising require one or two subjects to complete their Intermediate Certificate, one of Business Machines, Business Arithmetic, Business Law, or Business Organization and Management may be selected each summer.

iii) Home Economics may be chosen as the second option by candidates, in accordance with conditions outlined in Section A 1 b) v), page 1. Candidates choosing the options of Commercial Subjects, Home Economics or Physical Education will be considered qualified to teach the subject, if they are successful in the summer courses, teach satisfactorily, and proceed at their earliest opportunity to obtain the necessary certificate.

- f) Candidates who have chosen the option of Home Economics or Physical Education and who are successful in the Completing Course the following summer may receive, in addition to the Interim High School Assistant's Certificate, Type B, standing in the supplementary subject as indicated in the Calendars of the Colleges of Education.
- g) The choice of Home Economics as an option will be available at London and at Toronto.
- h) The choice of German and Spanish as options will be available at Toronto only.
- i) Français will be offered in Kingston only.
- j) The choice of Music as an option for the Initial Course will be available at Kingston, London and Toronto, if a sufficient number of applicants apply at each centre.

3. Special Course for Vocational Teachers of Technical Subjects

The first seven-weeks summer session of a two-summer sequence of training for technical teachers will be offered at Toronto and London only, according to the candidate's place of residence (see F 2. c), page 7), in 1967, commencing July 3 and ending August 18, to persons who:

- a) have an Ontario Secondary School Graduation Diploma or the equivalent,
- b) have had the prescribed practical trade experience in the field for which they seek professional training,
- c) will undergo theory and practical examinations (trade tests) designed to determine proficiency in and knowledge of their respective trade fields. These will be held during the year between the Initial and Completing courses, and

- d) will undertake in the following summer a second course of professional training of seven weeks duration.

This sequence of professional training will lead to the Interim Vocational Certificate, Type B, in Technical subjects (named).

If an adequate number of graduates of the Food Administration Course of an Institute of Technology who, subsequent to their graduation date have twelve months of experience in the food industry make application, they will be admitted to the above course. This course will be offered in Toronto only.

For detailed information on this course, and the courses for teachers of Occupational Trades in Section 4 below, candidates should address correspondence to:

The Director, Technical and Industrial Arts Department, The College of Education, Toronto, *or*

The Associate Registrar, Althouse College of Education, London, in order that *Form 702* may be completed before candidates make contracts with boards.

4. Special Courses for Teachers of Diversified Trades in Occupational Classes

a) *Professional Training*

(for candidates without teaching qualifications)

The first seven-weeks summer session of a two-summer sequence of training for teachers of Occupational Trades will be offered in 1967 at London and Toronto, according to the candidate's place of residence (see F 2, c), page 7), commencing July 3 and ending August 18, for candidates who:

- i) have a Secondary School Graduation Diploma or equivalent,
- ii) have had adequate approved practical experience in diversified fields of occupations and trades,
- iii) will pass the appropriate trade tests, and
- iv) will undertake in the following summer a second seven-week course in professional training.

This sequence of professional training will lead to the Interim Occupational Certificate, Type B (Practical Subjects).

b) *Practical Training*

(for candidates who have a teaching certificate)

These courses form a two-summer sequence of five weeks each, divided as follows:

- | | |
|-----------------|--|
| Part I (Women) | – Food Preparation, Food Hygiene, Waitress Training, |
| Part I (Men) | – Rough Carpentry, Trowel Trades, Painting and Decorating, |
| Part II (Women) | – Hospital Services, Retail Sales, Cosmetology, |
| Part II (Men) | – Electric Appliance Repair, Small Engines Maintenance, Service Station Operation. |

To these courses may be admitted candidates who:

- i) hold an Interim Elementary School Teacher's Certificate and three years of related industrial experience;
- ii) hold an Interim Elementary School Teacher's Certificate and an Intermediate Home Economics Certificate;
- iii) hold an Interim Elementary School Teacher's Certificate and an Intermediate Industrial Arts Certificate;
- iv) hold an Interim Vocational Certificate, Type B.

This sequence of professional training will lead to the Interim Occupational Certificate, Type B (Practical Subjects).

These courses will be offered in Toronto only, commencing July 3, and ending August 4.

5. Special Course for Vocational Teachers of Commercial Subjects (C2)

All Commercial-Vocational courses of a two-summer sequence will be offered at Ottawa and Toronto in 1967, commencing July 3 and ending August 4, leading to the Interim Commercial-Vocational Certificate, Type B, valid for teaching in any secondary school the Commercial subjects named on the certificate. To this five-week course may be admitted applicants who hold acceptable certificates, diplomas, or degrees as:

- a) Chartered Accountants, Certified General Accountants and Registered Industrial Accountants, *or*
- b) graduates of the three-year course in Secretarial Science at an Ontario Institute of Technology, *or*
- c) graduates of accredited universities who wish to qualify as teachers of certain Commercial subjects only, and who do not qualify for the High School Assistant's, Type B, course.

Applicants who are accepted for this course in specified Commercial subjects, who complete a second summer course in 1968, after one year's successful teaching, will be granted an Interim Commercial-Vocational Certificate, Type B (subjects named), valid for five years. A permanent Commercial-Vocational Certificate (subjects named), may be issued after two years of experience if the quality of the teacher's work has been satisfactory and he has completed half the credits towards an acceptable university degree. Upon completion of the degree the teacher will be eligible to proceed towards Commercial Specialist status.

Detailed information regarding this course and that listed in Section 6, as well as information regarding examinations, should be obtained immediately from the *Director, Business and Commerce Department, the College of Education, Toronto*, in order that eligibility for admission may be established before a contract is made with a board.

6. Special Course for Vocational Teachers of Commercial Subjects (C3)

All Commercial Vocational courses of a three-summer sequence will be offered at Ottawa and Toronto in 1967, commencing July 3 and ending August 4, leading to an Interim Commercial-Vocational Certificate, Type B, valid for teaching the Commercial subjects named on the certificate in any secondary school. This course offers training in methodology for the subjects of Typewriting, Office Practice, Shorthand, and Marketing, but not for Bookkeeping or Accounting. To this five-week course may be admitted an applicant who submits the following:

- a) an Ontario Secondary School Honour Graduation Diploma or standing equivalent thereto,
- b) a statement satisfactory to The College of Education, Toronto, from an employer or employers that the applicant has had at least five years of acceptable office or merchandising experience, or at least two years' merchandising experience subsequent to the date of issue of a diploma in Merchandising Administration from an Ontario Institute of Technology,
- c) evidence that he has fulfilled the admission requirements and has passed a qualifying examination at The College of Education, Toronto (examinations will be provided in Shorthand, Typewriting, and Marketing),
- d) evidence that he has obtained on or after March 24, 1967, a contract with a secondary school board or a contract with an inspected private school to teach the Commercial subjects in which he has passed the qualifying examinations.

If the applicant is successful in his summer courses and his teaching, the employing board will not be required to advertise the position during the

teacher's second year of teaching. After the third summer course the successful candidate will receive the Interim Commercial-Vocational Certificate, Type B (subjects named). This certificate will be valid for five years. A Permanent Commercial-Vocational Certificate (subjects named), may be issued after two years of experience if the quality of the teacher's work has been satisfactory and *he has completed half of the credits towards an acceptable university degree*. Upon completion of the degree the teacher will be eligible to proceed towards Commercial Specialist status.

7. Special Course for Teachers of Physical Education for Girls

a) *Where there is available no fully qualified applicant or Initial Course applicant choosing Physical Education as an option*, a contract to teach Physical Education in a secondary school for the school year 1967-68, may be given on or after March 24, by a board to an Ontario female elementary school teacher who:

i) holds a Permanent Elementary School Teacher's (or First Class) Certificate and submits to the Department of Education an Ontario Secondary School Honour Graduation Diploma or evidence of standing equivalent thereto,

ii) is willing to take, in 1967, a special secondary school five-week summer course in Physical Education offered in Toronto by The College of Education, Toronto, commencing on July 3 and ending August 4.

b) These contracts may be renewed from year to year without advertising, on evidence of the teacher's satisfactory work and progress towards an Arts or Science degree following the first year of secondary school teaching. At least one university course per year and at least three courses in every two-year period will be required. When a teacher obtains an Interim High School Assistant's Certificate, Type B, the special summer course in Physical Education mentioned above will be accepted for credit equal to the Intermediate Certificate, Part I, for secondary schools. It will be counted as one unit in Physical Education for elementary schools if the teacher does not finish the degree and returns to teaching in elementary schools.

Elementary school teachers may not accept positions under the conditions outlined above in Part E before March 24. A teacher under this section may not be employed by a board unless at least half of the teacher's periods in the week will be devoted to Physical Education (including Health). This fraction of time and the other subjects which she will teach must be carefully set forth in *Form 700* by the Secretary of the Board.

Provisions for this course are made for the current year only.

8. Completing Summer Courses

a) i) A special Completing Course of seven weeks, consisting of the professional (foundation) subjects offered by the College, and further study in the two optional subjects chosen for the Initial Course, will be given in the summer of 1967 at each of Kingston, London, and Toronto. This course will be available to candidates who have completed successfully the Initial eight-week Summer Course of 1966, have taught satisfactorily during the complete school year 1966-67 and have been recommended by the principal and the secondary school inspector concerned. On the successful completion of this course, the candidate may be granted an Interim High School Assistant's Certificate, Type B.

The Completing Course will begin on July 3 and end on August 18. Applications are submitted to the Registrar of the Department of Education through the principals of the secondary schools on Form 901 in April. Acceptances will be mailed from the Colleges of Education about May 15.

Candidates for the Completing Course in 1967 will attend the same College in which they took the Initial Course in 1966.

- ii) Subject to the conditions stated in i), candidates who, in 1967, complete successfully the Initial Course will take a Completing Course to be offered *at the same centres* in 1968 in order that the requirements for an Interim High School Assistant's Certificate, Type B, may be fulfilled.
 - iii) Music as an option for the Completing Course will be offered in 1967 at Althouse College of Education, London, only.
 - iv) Since Français, as an option for the Completing Course will be offered in 1967 in Kingston only, candidates who included Français in their options in 1966 at Toronto will be required to attend the Completing Course in Kingston in 1967.
- b) i) Candidates who, in 1967, complete successfully the first Technical, Occupational, or Commercial-Vocational summer courses and who teach satisfactorily during the complete school year 1967-68 may be recommended by their principal and the secondary school inspector concerned for the second summer course in 1968.
- ii) Completing courses in Technical subjects leading to an Interim Vocational Certificate, Type B, will be given in Toronto and London in 1967. Completing Courses in Occupational subjects leading to an Interim Occupational Certificate, Type B (practical subjects), will be given in Toronto only, in 1967.
- These courses will commence on July 3 and end on August 18.
- Applications for Completing summer courses are to be submitted to the Registrar of the Department of Education through the principals on Form 901 in April. Acceptances will be mailed from the Colleges of Education about May 15.
- iii) Second and third summer courses, where required, in Commercial subjects leading to an Interim Commercial-Vocational Certificate, Type B, will be offered in Ottawa and Toronto, commencing on July 3 and ending August 4. Applications are to be submitted to the Registrar of the Department of Education through the principals, on Form 901. Acceptances will be mailed from the College of Education, Toronto, about May 15.

9. Summer Course for Teachers with Professional Training

A course of six weeks, consisting of Administration and Professional Practice and an appropriate pattern of two secondary school subjects chosen from the following: English, Commercial, Français, French, Geography, History, Latin, Mathematics, and Science, will commence on July 3 and end August 11.

This course (except Commercial – see *Note 1*) will be offered at Ottawa only to a candidate who has fulfilled the requirements for admission to the High School Assistant's Course, Type B, and

- a) who, after failing in a Completing Course or a Regular Winter Course of a College of Education, has been given permission by the Dean to attend this course with a change of options, *or*
- b) who holds an Interim Ontario Elementary School Teacher's Certificate, Standard 4, *or*
- c) who holds a Permanent Elementary School Teacher's Certificate, Standard 4, and who does not have a contract with a secondary school board, *or*
- d) who has the academic standing necessary to qualify for a Letter of Standing equivalent to an Interim High School Assistant's Certificate, Type B, and a teaching certificate valid in the secondary schools of a jurisdiction outside of Ontario, but whose teacher-training is less than that required in Ontario, *or*
- e) who is eligible for a secondary School Letter of Standing but who wishes to familiarize himself with the Ontario school system.

Commercial, if chosen, must be selected as a *double option*, and may be taken in *Toronto only* in the Accountancy and Secretarial fields. Candidates must qualify in either Bookkeeping or Shorthand by university credits, four-year commercial high school courses, or by tests on the opening date of the course. Some previous knowledge of Typing is essential.

Note 2

A person who holds a Letter of Standing, equivalent to an Interim High School Assistant's Certificate, Type B, or who has a contract with a secondary school board and holds a Permanent Ontario Elementary School Teacher's Certificate, Standard 4, is not required to take further training but may enrol in this course to become more familiar with the methods in the subjects which he expects to teach in high schools in Ontario.

10. Type A Seminars

A special summer course of six weeks commencing on July 3 and ending August 11, for teachers who:

- a) hold an Interim or a Permanent High School Assistant's Certificate, and
 - b) possess the necessary academic qualifications to obtain an Interim High School Assistant's Certificate, Type A, (as outlined in Circular 649) and,
 - c) have been recommended for attendance at a Type A seminar by their inspector, on the basis of their ability as a classroom teacher of their Type A subject, will be as follows:
 - Type A in Agriculture at Althouse College of Education, London, only.
 - Type A in Biology, Chemistry, English, English and History, Geography, History, Mathematics, Mathematics and Physics, Physical and Health Education (Men), Physics, and Science will be offered *both* at Althouse College of Education, London, and at the College of Education, Toronto.
- Candidates for the course listed above shall attend in London if resident in the counties of Brant, Bruce, Elgin, Essex, Grey, Haldimand, Huron, Kent, Lambton, Lincoln, Middlesex, Norfolk, Oxford, Perth, Waterloo, Welland and Wellington.
- Type A in Classics, Economics, English and French, English and German, English and Latin, English and Spanish, Français (French Language and Literature), French, French and German, French and Spanish, Home Economics, Latin, Latin and French, Physical and Health Education (Women) will be offered (subject to sufficient registration) at the College of Education in Toronto only.

11. Commercial Summer Courses Leading to Intermediate and Specialist Certificates

Special Summer Courses of five weeks, commencing on July 3 and ending August 4, for teachers who hold an Interim High School Assistant's Certificate, Type B, or an Elementary School Teacher's Certificate, will be offered at London and Toronto as follows:

Accountancy, Intermediate and Specialist
 Data Processing, Intermediate and Specialist
 Marketing and Merchandising, Intermediate and Specialist
 Secretarial, Intermediate and Specialist

12. Vocational and Occupational Summer Courses Leading to Type A Certificates

a) Vocational

The following Special Summer Courses of five weeks, commencing on July 3 and

- 14 ending August 4, will be offered:
- i) Part I of a two-summer sequence leading to the Interim Vocational Certificate, Type A, will be offered *in Toronto only*.
 - ii) Part II of a two-summer sequence leading to the Interim Vocational Certificate, Type A, will be offered *at London only*.

To Part I will be admitted a practising teacher who:

- iii) holds a Permanent Vocational Certificate, Type B,
- iv) has received a 'good' rating from the inspector concerned, and
- v) has nine Grade 13 credits (or equivalent) including two in English.

To Part II will be admitted a practising teacher who has obtained standing in Part I *or*

- vi) holds an Interim Vocational Certificate, Type B,
- vii) has received a 'good' rating from the inspector concerned, and
- viii) is a graduate of Applied Science (B.Sc., or B.A.Sc.), of the School of Architecture (B.Arch.), or of the School of Nursing (B.Sc.N.), and who has been graded 66 per cent or higher in the final year and one other year at the University.

b) *Occupational*

Parts I and II of the Interim Occupational Certificate, Type A (Practical) will be offered *at Toronto only*.

To this course will be admitted a candidate:

- i) who holds a Permanent Occupational Certificate, Type B,
- ii) whose teaching has been considered above average for a period of two years by the inspector concerned, and
- iii) who has credit in nine Grade 13 papers or equivalent, including two in English and seven others.

13. Home Economics Summer Course

(for teachers who hold a basic certificate)

- a) Special courses of five weeks leading to the Interim Intermediate Home Economics Certificate, Parts I, II, and III, of a four-summer sequence will be offered in 1967 *at Toronto only*, commencing July 3 and ending August 4. Applicants who hold an Interim or Permanent Elementary School or High School Assistant's Certificate are eligible.
- b) i) A special one-summer course of six weeks leading to the Interim Intermediate Home Economics Certificate will be offered in 1967 *at Toronto only*, commencing on July 3 and ending on August 11.
ii) Admission to this course is restricted to teachers who hold an Interim High School Assistant's Certificate, Type B, and who submit evidence of graduation with a standing of at least 60 per cent in Home Economics in the final year of a university course approved by the Minister of Education. The transcript must include five full courses (or 15 credits) in Home Economics taken as a regular subject of study.

14. Industrial Arts Summer Courses

The following courses of five weeks, commencing July 3 and ending August 4 will be offered *at Toronto only*:

- a) Part I of a three-summer sequence, leading to the Intermediate Certificate, if sufficient candidates are accepted.

To Part I will be admitted candidates who:

- i) hold a basic teaching certificate,
 - ii) have successfully completed Part I and Part II of the Elementary Industrial Arts summer courses plus Part I of the Supervisor's Industrial Arts summer course offered by the Department of Education.
- b) Part of a three-summer sequence leading to the Intermediate Certificate, for candidates who have successfully completed Part I.
 - c) Part III of a three-summer sequence, leading to the Intermediate Certificate, for candidates who have successfully completed Part II.
 - d) Parts I, II and III of a three-summer sequence leading to the Interim Specialist Certificate.

To Part I will be admitted candidates who:

- i) hold an Intermediate certificate,
- ii) have taught Industrial Arts successfully for one year, as confirmed by the inspector concerned, and
- iii) have eight Grade 13 credits (two of which shall be English).

To Part II will be admitted candidates who have passed Part I successfully and to Part III will be admitted candidates who have passed Part II successfully.

For further information about these courses and for application forms, candidates should write to the Director of the Technical and Industrial Arts Department, The College of Education, Toronto, 371 Bloor Street West, Toronto 5.

15. Special Courses in School Librarianship

Part I of a two-summer sequence, leading to the Intermediate Certificate in School Librarianship, will be offered in London and Toronto, commencing on July 3 and ending August 11.

To Part I will be admitted candidates who:

- a) hold an Ontario Interim High School Assistant's Certificate, Type B, and
- b) submit evidence of at least one year of successful teaching experience in a secondary school, certified by the Department of Education.

Part II of a two-summer sequence leading to the Intermediate Certificate in School Librarianship will be offered in 1967 at Toronto only, commencing on July 3 and ending August 11 for candidates who have successfully completed Part I.

The course leading to the Specialist Certificate in School Librarianship will be offered in 1967 at Toronto only, commencing on July 3 and ending August 11, for candidates who hold an Intermediate Certificate.

Details of these courses may be obtained as follows:

- a) for students attending Althouse College of Education – from the Associate Registrar, Althouse College of Education, University of Western Ontario, 1137 Western Road, London, Ontario.
- b) for students attending The College of Education, Toronto – from the Principal of the School Librarianship Courses, The College of Education, 371 Bloor Street West, Toronto 5, Ontario.

16. Summer Courses in Physical and Health Education

- a) Courses of five weeks, commencing on July 3 and ending August 4, leading to

the Intermediate Certificate, will be offered as follows:

Part I (*Men or Women*), in Toronto only

Part II (*Women*), in London and Toronto
(*Men*), in Toronto only

- b) A six-week course commencing on July 3 and ending August 11, leading to the Specialist Certificate, will be offered as follows:

Women, in Toronto only

Men, in London and Toronto

Application forms may be obtained from the Principal of Physical Education Summer Courses (men or women) of the College of Education concerned.

G. L. Duffin

Assistant Deputy Minister

Toronto, January 31, 1967

Courses Offered (Alphabetically arranged)	Offered at			Date	
	Althouse College of Education (London)	The College of Education (Toronto)	McArthur College of Education (Kingston)	Ottawa	Begins Ends
<hr/>					
Commercial Subjects					
<i>Part I Intermediate</i>	•	•		July 3	August 4
<i>Part II Intermediate</i>	•	•		July 3	August 4
<i>Specialist</i>	•	•		July 3	August 4
Commercial Vocational (VC 2 and VC 3)					
<i>(VC 2) Part I</i>		•		• July 3	August 4
<i>(VC 2) Part II</i>		•		• July 3	August 4
<i>(VC 3) Part I</i>		•		• July 3	August 4
<i>(VC 3) Part II</i>		•		• July 3	August 4
<i>(VC3) Part III</i>		•		• July 3	August 4
Completing Summer Course (7 weeks)	•	•	•	July 3	August 18
Elementary School Completing Course		•		July 3	August 4
Français					
<i>Initial Course</i>			•	July 3	August 25
<i>Completing Course</i>			•	July 3	August 18
Home Economics					
<i>Part I</i>	•	•		July 3	August 4
<i>Part II</i>	•	•		July 3	August 4
<i>Part III</i>	•	•		July 3	August 4
<i>Type A Seminar</i>		•		July 3	August 11
Industrial Arts					
<i>Intermediate Part I</i>		•		July 3	August 4
<i>Intermediate Part II</i>		•		July 3	August 4
<i>Intermediate Part III</i>		•		July 3	August 4
<i>Specialist Part I</i>		•		July 3	August 4
<i>Specialist Part II</i>		•		July 3	August 4
<i>Specialist Part III</i>		•		July 3	August 4
Initial (8 Week) Summer Course	•	•	•	July 3	August 25

	London	Toronto	Kingston	Ottawa		
Music (if sufficient applicants)						
<i>Initial</i>	•	•	•		July 3	August 25
<i>Completing</i>	•				July 3	August 18
Occupations (Practical) Type B						
<i>Women – Part I</i>		•			July 3	August 4
<i>– Part II</i>		•			July 3	August 4
<i>Men – Part I</i>		•			July 3	August 4
<i>– Part II</i>		•			July 3	August 4
<i>Specialist Part I</i>		•			July 3	August 4
<i>Specialist Part II</i>		•			July 3	August 4
Occupations (Professional) Type B						
<i>Women – Part I</i>	•	•			July 3	August 4
<i>– Part II</i>	•	•			July 3	August 4
<i>Men – Part I</i>	•	•			July 3	August 4
<i>– Part II</i>	•	•			July 3	August 4
Physical and Health Education						
<i>Women Intermediate Part I</i>		•			July 3	August 4
<i>Intermediate Part II</i>	•	•			July 3	August 4
<i>Specialist</i>		•			July 3	August 11
<i>Men Intermediate Part I</i>		•			July 3	August 4
<i>Intermediate Part II</i>		•			July 3	August 4
<i>Specialist</i>	•	•			July 3	August 11
School Librarianship						
<i>Intermediate Part I</i>	•	•			July 3	August 11
<i>Intermediate Part II</i>		•			July 3	August 11
<i>Specialist</i>		•			July 3	August 11
Special Course for Teachers of Physical Education (Women)		•			July 3	August 4
Summer Courses for Teachers with Professional Training				•	July 3	August 11
Type A Seminars	•	•			July 3	August 11
Vocational						
<i>Initial Type B – Part I</i>	•	•			July 3	August 18
<i>Completing Type B – Part II</i>	•	•			July 3	August 18
<i>Specialist – Part I</i>		•			July 3	August 4
<i>Specialist – Part II</i>	•				July 3	August 4

1. Provisional Application for Attendance at a College of Education

Special Course for Teachers of Girls' Physical and Health Education

2. Statement of Provisional Acceptance

1. Provisional Application

Name _____

(Print in full – no initials)

(If married, maiden name)

(If member of religious order, lay name)

Date of Birth _____ Country of Birth _____
Month Date Year

Please find enclosed:

a) *Permanent Elementary School* _____
Teacher's Certificate

b) *Ontario Secondary School* _____
Honour Graduation Diploma

c) *University Transcripts* _____

Home Address _____ Telephone Number _____

For Registrar's Use Only

2. Statement of Provisional Acceptance

Special Course for Teachers of Girls' Physical and Health Education

Date of Approval _____

Name of Applicant _____

(Print full name – no initials)

Seal of Approval

Registrar of College of Education

1. Provisional Application for Attendance at a College of Education
Special Course for Vocational Teachers of Commercial Subjects

2. Statement of Provisional Acceptance

1. Provisional Application

Name _____
(Print in full – no initials)
(If married, maiden name)
(If member of religious order, lay name)

Date of Birth _____ Country of Birth _____
Month Date Year

Please find enclosed: *Place checkmark in applicable square*

- | | |
|---|--|
| a) Birth Certificate _____ | f) Secondary School Honour Graduation Diploma Transcript _____ |
| b) Canadian Naturalization (if born outside Canada) _____
or | g) Diploma from Institute of Technology _____ |
| c) Evidence of being a British Subject with landed immigrant status _____
or | h) University Reports or Transcripts _____ |
| d) Declaration of Intention to become a Canadian Citizen _____ | i) Proof of Work Experience _____ |
| e) Marriage Certificate (Women only) _____ | j) Proof of status as C.A., R.I.A., C.G.A. _____ |

Home Address _____ Telephone Number _____
County _____

Work Experience _____ Type of Work _____

Name of Firms	No. of Years	Dates	
		From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

College of Education applicant wishes to attend: Toronto _____ Ottawa _____

For Registrar's Use Only Teachers of Commercial Subjects
Subjects certified to teach

Date of Approval _____

Name of Applicant _____
(Print in full – no initials)

Seal of Approval _____
Director,
Business and Commerce Department

Statement of Applicant

For Admission to First Summer Course at a College of Education

To be sent by the applicant to the Secretary of the Board concerned who is to attach it to a copy of the contract, together with the Statement of Provisional Acceptance and the Details of Employment form. For candidates of the Special Course for Teachers of Girls' Physical and Health Education, Form 700 should be attached in place of Details of Employment Form.

Candidates of the Initial Course Will Complete This Section

a) This is to certify that I hold (or expect to hold at the end of the present academic year)

a degree from _____ and that I will apply
(Name of University)

for admission in 1967 to the Initial Summer Course leading to an Interim High School

Assistant's Certificate, Type B, at _____
(Kingston, London, or Toronto)

Note: An applicant for the Initial Summer Course must apply for admission to the summer course centre which corresponds with his home address (See Section IV 2(iii), Page 7).

Candidates of the Special Course for Teachers of Girls' Physical and Health Education Will Complete This Section

b) This is to certify that I hold a Permanent Elementary School Teacher's (or First Class)

Certificate, No. _____, and an Ontario Secondary School Honour Graduation Diploma, or equivalent, and that I will apply for the Special Course for teachers of Girls' Physical Education at Toronto.

Candidates of the Vocational, Commercial-Vocational or Occupational Courses Will Complete This Section

c) This is to certify that my qualifications and experience have been approved for admission to a College of Education as shown on the enclosed form for a course in

Vocational, Commercial-Vocational, or Occupational

subjects at _____
London, Toronto, or Ottawa (C2 or C3 Commercial Subjects)

Note: The Occupational Course (Practical Subjects) for persons who hold basic teaching certificates will be offered only at Toronto and the course for Vocational Teachers of Commercial Subjects will be given at Ottawa and Toronto.

This is to certify that I hold a contract to teach with the _____
(Secondary School Board)
subject to the final acceptance of my application and successful completion of the course.

Signature of Applicant

Home Address of Applicant

Date _____ 19 _____ County or Territorial District.

Statement of Provisional Acceptance Vocational, Occupational or Industrial Arts Courses

Name _____
(Print in full – no initials)
(If married, maiden name)
(if member of religious order, lay name)

Date of Birth _____ Country of Birth _____
Month Date Year

Home Address _____ Telephone Number _____
County _____

Name of Course or Certificate Applied for _____

School _____ Location _____

For Registrar's Use Only Admission Requirements

Years of work experience required _____

Years of work experience claimed by this candidate _____

Years of work experience proven by this candidate _____

Academic Standing

	Yes	No		Yes	No
a) Grade 12 or equivalent	_____	_____	d) Post Secondary Courses	_____	_____
b) Grade 13 or equivalent			i) Complete	_____	_____
i) Complete	_____	_____	Institute _____		
ii) If no, then number			College _____		
of subjects completed _____			University _____		
			ii) If no, then number		
			of courses completed _____		
c) Advanced Technical Evening Courses			e) Teaching Certificate		
i) Complete	_____	_____	HSA _____		
ii) If no, then number			Elem. _____		
of subjects completed _____					

Landed Immigrant Status	_____	_____	Birth Certificate	_____	_____
Department of Labour Licence (where applicable)	_____	_____	Have signed a Declaration of Intention to become a Canadian Citizen	_____	_____
Interview (where applicable)	_____	_____			

Date on which admission requirements _____ Ontario College of Education to be
were approved _____ attended _____

Date on which a contract was signed _____
(re summer school) _____ Registrar's Signature _____

Date on which candidate was accepted _____ * Indicates items still pending
for winter course _____ N Not applicable

1. Provisional Application for Attendance at an Ontario College of Education

(Initial Course Leading to an Interim High School Assistant's Certificate, Type B)

2. Statement of Provisional Acceptance

1. Provisional Application

(Final Application to be made when full entrance requirements obtained)

Name _____
(Print in full – no initials)
(If married, maiden name)
(If member of religious order, lay name)

Date of Birth _____ Country of Birth _____
Month Date Year

Please find enclosed: (Please check where applicable)

- | | | | |
|--|-------|---|-------|
| a) Birth Certificate | _____ | d) Declaration of Intention
to become a Canadian Citizen | _____ |
| b) Canadian Naturalization
(if born outside of Canada) | _____ | e) University Reports
or Transcripts | _____ |
| c) Evidence of being a British
Subject with landed immigrant status | _____ | | |

Home Address _____ Telephone Number _____
County _____

Temporary Address _____ Telephone Number _____
(if in residence at university)

Name of University _____
Course _____
General or Honours – name field

Expected _____ Granted _____
Degree _____ Month _____ Year _____ Month _____ Year _____

College of Education in Applicant's Area _____
(See Circular 43 – Section F 2 (iii), Page 7)

For Registrar's Use Only
2. Statement of Provisional Acceptance (Initial Summer Course)
of candidate's academic qualifications for
admission to the course leading to the Interim
High School Assistant's Certificate, Type B.

Date of Approval _____

Name of Applicant _____
(Print in full – no initials)

Centre at which candidate will attend _____
College of Education Kingston _____ London _____
Toronto _____

Seal of Approval _____ Registrar of College of Education

